Adult & Career Education (ACED), Valdosta State University
ACED 3400 Applied Computer Technology—Exemption Exam Information

An ACED Exemption Exam is offered for current VSU students who have experiential learning or previous coursework equivalent to the content taught in VSU's course, *ACED 3400 Applied Computer Technology.*

Course Description

Prerequisite: ACED 2400 or CS 1000 or consent of instructor. Development of intermediate and **advanced** skills in the use of word processing, spreadsheet, and database software. Emphasis placed on creation of computer projects appropriate to the student's major.

Course Objectives

Upon completion of this course, the student will be able to:

1. Demonstrate a mastery of basic system commands and concepts used in the Windows environment.
2. Use a word processing package to create newsletters, brochures, programs, tables, and other textual documents that incorporate text and graphics.
3. Use both word processing and database software packages to prepare and print mailing labels and form letters to be used for mass mailings.
4. Use the advanced functions of an electronic spreadsheet package to construct sophisticated worksheets for budgeting and grading projections as well as graphs and charts for educational presentation material.
5. Use a database management software package to set up class projects where students create, manipulate, print, and maintain data files, for illustrative groups of students.

Content of Exam

The *ACED 3400 Applied Computer Technology* Exam consists of two parts, both timed (approximately three hours) and taken at a computer in the presence of a proctor: (1) an objective test, and (2) hands-on software application assignments. Total time allotted = 180 minutes.

1. **OBJECTIVE TEST (70% TO PASS).** Fifty questions covering content from the course objectives. The minimum score for passing is 35 correct answers. Only one attempt is allowed. ***The student must pass the objective test to proceed to the software application section of the exam.***
2. **SOFTWARE APPLICATIONS (70% SPEED & ACCURACY TO PASS).** A timed production test over intermediate and advanced features of current software applications such as Microsoft Windows and Microsoft Office.

Study Guide

Although it is assumed that a student requesting this exemption exam has experiential learning or previous coursework equivalent to the content taught in VSU's course, it is recommended that the student review a current intermediate or advanced computer applications textbook, looking specifically at those sections related to the course objectives listed above. A study guide for this exemption exam is available upon payment of the exam fee.

This Overview is provided only to those students who have registered and paid for the ACED 3400 Exemption Exam. It is considered academically dishonest to share any part of this Overview with anyone else. Please destroy the Overview after you have taken the exam, or return it to the ACED Department.

This ACED 3400 Test Overview is designed to give students a general outline of what they can expect on the day of their exam. It is **NOT** a comprehensive study guide and should not be used as a tool to fully prepare for the exam.

The exemption exam for ACED 3400 Applied Computer Technology can be administered during Fall semester from September through November and Spring semester from February through April. The date of the exam is coordinated with the test administrator and the testing center through the ACED and Testing Center's website. The test is designed for students who have taken previous computer courses or who have taken a "similar" computer course at a two-year community college.

There is a $50.00 non-refundable fee which can be paid online via the ACED website. Other fees may be assessed by the testing site the student chooses to use.

Students are required to present their current VSU photo ID at the testing site on the day of the test. Students without a current VSU photo ID will not be allowed to take the exam.
Within 14 business days from the date of the examination, results of the test will be sent to the student and the advisor by email. Registrar's Office will also be notified of those students who pass the exemption. Please do not call the office for results. If you registered for an ACED 2400 course and pass this exam, please remember to go onto Banner and drop your course. STUDENTS ARE PERMITTED TO TAKE THE TEST ONLY ONE (1) TIME!

PURPOSE OF THIS OVERVIEW

- The ACED 3400 Overview provides an outline of topics taught in the ACED 3400 course at Valdosta State University.

- The Overview is not designed to prepare you for the exam—it is merely a guide to give you an idea about what to review.
- It is assumed that if you are confident enough about your knowledge of the course content to request an exemption, then you have previously learned that content by working in the business or office technology field, or by taking classes.

CONTENT OF THE EXAM

When you attempt this exam, you are expected to demonstrate your knowledge at 70% proficiency over content equitable to what students who take this 3-credit hour course learn during a semester. It is recommended that you study advanced computer technology textbooks, such as

- Illustrated Course Guide: Microsoft® Excel® 2013 Advanced, 1st Edition by Wermers
- Illustrated Course Guide: Microsoft® Word 2013 Advanced, 1st Edition by Cram
- Illustrated Course Guide: Microsoft® Access 2013 Advanced, 1st Edition by Friedrichsen

The ACED 3400 Applied Computer Technology Exemption Exam consists of two parts, all timed and taken at a computer in the presence of a proctor:

OBJECTIVE TEST (70% TO PASS). Timed objective test with fifty questions covering concepts from the course objectives. The minimum score for passing is 35 out of 50 correct answers. Only one attempt is allowed.

Questions will be true/false or multiple-choice and focus on:

- Font Effects
- Illustrations
- Page Setup
- Header & Footer
- Templates
- Data Source
- Paragraph Settings
- Excel Tables
- Lookup functions

- Conditional formatting
- Cell Protection
- Read-Only files
- Database Report Views
- Form Sections
- Data Types
- Field Names
- Controls and Unbound Controls
- List Box and Drop Down Box

2. **PROJECT BASED TEST** (70% TO PASS). Consists of Excel, Access, and Word project based test problems.

If you have any other questions about the exam, Dr. Nicole Gunn can be reached at
229-333-5454 or by email at npgunn@valdosta.edu